

-0192

12-00

LIBRARY
Institute of Management and
Labor Relations

JUL 12 1979

RUTGERS UNIVERSITY

C O N T R A C T

BETWEEN:

MIDDLESEX COUNTY HOSPITAL FOR CHRONICALLY ILL

MIDDLESEX COUNTY WELFARE BOARD,

MIDDLESEX COUNTY,

NEW JERSEY

-AND-

COMMUNICATIONS WORKERS OF AMERICA, AFL-CIO

JANUARY 1, 1979 to DECEMBER 31, 1979

	<u>PAGE</u>
PREAMBLE.....	1
PURPOSE.....	1
UNION RECOGNITION.....	1, 2
DUES CHECK OFF.....	2
GRIEVANCE PROCEDURE.....	2, 3, 4, 5, 6, 7
SENIORITY.....	7, 8
SALARIES AND WAGES.....	9, 10
HOURS OF WORK.....	10, 11
OVERTIME.....	11, 12, 13
SICK LEAVE.....	13, 14
ACCUMULATED SICK TIME PAYOFF UPON RETIREMENT.....	13
HOLIDAYS.....	14
VACATIONS.....	14
PERSONAL DAYS.....	15
UNION CONVENTIONS.....	15
PERSONNEL RECORDS.....	15
BEREAVEMENT.....	16
MEDICAL BENEFITS.....	16, 17
SHIFT DIFFERENTIALS.....	17, 18
UNIFORM ALLOWANCE.....	18
CONTINUATION OF BENEFITS.....	18
SEVERABILITY CLAUSE.....	18, 19
LONGEVITY.....	19
NO STRIKE OR LOCK-OUT.....	19, 20
LATE POLICY.....	20
CONTRACT PERIOD.....	20, 21

APPENDIX:

PRACTICAL NURSE.....	A-1
HOSPITAL ATTENDANT.....	A-2
COOK.....	A-3
FOOD SERVICE WORKER.....	A-4
BUILDING SERVICE WORKER.....	A-5
BUILDING MAINTENANCE WORKER.....	A-6
GUARD, PUBLIC PROPERTY.....	A-7
CLERK TYPIST.....	A-8
SENIOR COOK.....	A-9

	<u>PAGE</u>
MEDICAL RECORD CLERK.....	A-10
SENIOR BUILDING SERVICE WORKER.....	A-11
BUILDING SERVICE SUPERVISOR.....	A-12
COMPENSATION SCHEDULE EFFECTIVE JANUARY 1, 1979.....	A-13

ARTICLE I - PREAMBLE

This Agreement made and entered into this 30th
day of May 1979 between the Middlesex County Hospital
for Chronically Ill, Middlesex County Welfare Board (hereinafter
called the "Board"), located at Georges Road, North Brunswick,
New Jersey 08902, and Communication Workers of America, AFL-CIO
(hereinafter called the "Union"), located at 14 Commerce Drive,
Cranford, New Jersey 07016.

ARTICLE II - PURPOSE

The Board and the Union have entered into this
Agreement for the purpose of establishing conditions under which
employees, as hereinafter defined, shall be employed to work for
the Board and procedures for the presentation and resolution of
grievances, and for the purpose of regulating the mutual relations
between the Board and said employees with a view to promoting and
insuring harmonious relations and cooperation.

ARTICLE III - UNION RECOGNITION

The Middlesex County Welfare Board agrees to recognize
the Communication Workers of America, AFL-CIO, as the sole and exclusive
collective bargaining representative of the employees in the following
job titles: Head Cook, Principal Clerk Bookkeeper, Senior Cook, Cook,
Practical Nurse, Senior Building Maintenance Worker, Building Maintenance
Worker, Guard Public Property, Senior Food Service Worker, Senior Hospital

Attendant, Building Service Worker, Food Service Worker, Hospital Attendant, Recreation Therapy Aide, Senior Account Clerk, Clerk Typist, Senior Clerk Typist, Medical Records Clerk, Building Service Supervisor, Senior Building Service Worker.

ARTICLE IV - DUES CHECK OFF

The Board agrees to deduct the amount of monthly Union dues from the pay checks of each employee who furnished a written authorization for such deduction to the Board. Dues shall be such amount as may be certified to the Board by the Union at least 30 days prior to the date on which the deduction of Union dues is to be made. Deductions of Union dues shall be remitted by the Board to the Union at the end of the calendar month in which such deductions are made, together with a list of employees from whose pay such deductions were made. A duplicate copy of the list of employees shall be submitted to the Local President.

ARTICLE V - GRIEVANCE PROCEDURE

A. The purpose of this procedure is to secure at the lowest possible level equitable solutions of the problems which may, from time to time, arise affecting employees as a result of the interpretation, application or violation of this Agreement between the Board and the Union.

B. A "grievance" shall mean a complaint by an employee that there has been as to him a violation, misinterpretation, or inequitable application of any of the provisions of this Agreement between the Board and the Union, or any supplemental departmental regulations governing any phase of employee relationships, including matters relating to disciplinary action.

C. Where there is a grievance arising out of the interpretation of a Civil Service regulation, the grievance remedy should be solely through the administrative process provided for by the Department of Civil Service.

D. Grievance Procedure:

1. (a) An employee having a grievance shall present it, in writing, on a form to be provided by the Board, to the Chronically Ill Administrator within ten (10) working days after the occurrence of the event from which the grievance arises.

(b) The written grievance shall set forth the events giving rise to the grievance, the provision of the Agreement thought to have been violated, misinterpreted, or inequitably applied and the desired remedy. An answer shall be given by the Administrator within five (5) working days of the presentation of the grievance. The answer shall be submitted in writing. A copy of all grievances and answers shall be submitted by the Administrator to the employee and the Chief Union Representative at the Hospital.

2. If the employee is not satisfied with the answer received or if an answer is not received, the grievance, in writing, shall be signed by the employee and presented to the Director of the Middlesex County Welfare Department or designee within five (5) working days from the expiration of the time period provided in paragraph 1 hereof. The Welfare Director or designee shall arrange a meeting with the employee to be held within five (5) working days of the receipt of the written grievance. The employee may elect to have a Union Representative present at the meeting. The Welfare Director or designee shall give to the employee and the Union a written answer to the grievance within five (5) working days after the date of such meeting.

3. If the employee is not satisfied with the written answer resulting from the preceding step, or if an answer is not received, the employee shall within five (5) working days following the expiration of the time period provided in the preceding step submit a written request to the Chronically Ill Administrator for a hearing of the grievance by William A. Ritter of the County Labor Relations Department. The Administrator of the Hospital shall schedule a meeting for the hearing of the grievance and shall advise the employee and the Chief Union Representative of the time, date, and place of the meeting not less than five (5) days prior to the scheduled meeting date.

William A. Ritter of the County Labor Relations Department shall, within five (5) working days following the hearing, submit an answer in writing to the employee and the Chief Union Representative.

4. (a) If the employee is not satisfied with the written answer resulting from the preceding step or if no answer is received, the Union may within five (5) working days following the expiration of the time period set forth in the preceding step submit a written request to the Hospital Supervisor to refer the grievance to advisory arbitration before an arbitrator, mutually agreeable to the Board and to the Union, who shall be selected from the list of the American Arbitration Association.

(b) In the event that a grievance is taken to arbitration, all proceedings shall be governed by the rules and regulations then pertaining to the American Arbitration Association respecting the arbitration of labor grievances. The compensation of the arbitrator and the expenses of the arbitration shall be shared equally by the Board and the Union. The Arbitrator shall issue a written opinion to the Board, the Union, and the employee, setting forth his decision respecting the grievance. Upon the receipt of the Arbitrator's decision, the Board and the Union will meet at a Conference Meeting of the Director of the Middlesex County Welfare Board

and discuss the Arbitrator's decision. Following such meeting, the Board's resolution of the grievance shall be final.

(c) Should any party to the arbitration request a transcript, the cost thereof shall be borne solely by the party requesting it. The Arbitrator shall not have the power to alter, amend, add to, or revise any portion of this Agreement.

E. Saturdays, Sundays, and holidays as identified in this Agreement, shall not be considered working days in the computing of the time provided for in the foregoing.

F. Any written decision or written answer to a grievance made at any step which is not appealed by the employee to the succeeding step within the time limits provided, or within such additional period of time as may be mutually agreed upon in writing, shall be considered final settlement and such settlement shall be binding upon the employee.

G. Any employee shall be entitled to the assistance of one Union Officer or Representative in all steps of the foregoing grievance procedure, in addition to International representation. Any employee shall not lose pay for time spent during his regular working hours at the foregoing steps of the grievance procedure. In the event that it is necessary to require the attendance of other employees during any of the above steps, such employees shall not lose pay for such time.

H. The number of days indicated at each level of the grievance procedure shall be considered as a maximum and every effort should be made to expedite the process.

I. Nothing herein contained shall be construed as limiting the right of an employee having a grievance to discuss the matter informally with his immediate supervisor.

ARTICLE VI - SENIORITY

A. Seniority for the purpose of this Article shall be based upon the employee's most recent continuous length of service with the Board.

B. The Board shall maintain a seniority list of employees, copies of which shall be furnished to the Union. The Board shall furnish to the Union the names of new employees hired not later than fifteen (15) days following the date of their employment.

C. In the event of a phase-out or of a substantial reduction in the number of employees, every reasonable effort will be made on the part of the employer to re-locate employees with employment with County government. When the Board decides to reduce the number of employees, the employee or employees with the least seniority shall be laid off first, providing any employee changing job titles as a result of any action taken pursuant to this paragraph is qualified to perform the new job title.

D. Employees shall be recalled for work from lay-off in the order of their seniority, provided that they have the requisite qualifications and ability to perform the work available.

E. As a matter of policy, the Board will endeavor to fill permanent job openings by promoting employees, if qualified, from the next lower rated job title in the bargaining unit. Seniority will be one of the factors to be considered for promotion, provided it is consistent with the Civil Service Regulations.

F. Vacation preference will be assigned in accordance with the employee's seniority. The employee, however, must indicate his vacation preference prior to May 1st preceding the vacation requested, in order for seniority to prevail.

G. The Board will establish a list of employees to be used whenever the need for rotation of assignment exists. This list will be used in a rotating manner. The Board will permit the employees' Union representative to examine the rotation book to record rotation of assignments. Any deviation of such assignment rotation will be made only in the event of an emergency or if the next scheduled employee on the rotation list is absent from employment that day. If the employee next scheduled for rotation is unavailable, the rotation will succeed to the next employee listed on the rotation schedule. The absent employee will then become the next scheduled employee in rotation.

ARTICLE VII - SALARIES AND WAGES

A. Effective January 1, 1979, all eligible employees covered under the terms of this agreement shall receive an increase as per the following schedule over their wages as of December 31, 1978 for the contract year 1979.

B. Wage Increase Eligibility: All employees in this bargaining unit being carried on the County payroll, or on approved leaves of absence will receive the wage increase negotiated in the following manner and with the following exceptions.

1. All employees hired prior to January 1, 1979 will receive the full wage increase, enumerated in the following schedule, effective January 1, 1979.

2. All employees hired on or after January 1, 1979 will receive a 5% wage increase effective on their date of appointment.

3. Employees who sever employment with the County prior to the signing of this agreement will not be included in the wage increase, with the exception of retirees; and deceased employees in which case payment will be made to his/her estate.

4. It is agreed that the wage increase will be limited to that amount which enables an employee to reach the maximum of his/her salary range.

5. The 1979 salary ranges shall be increased by 5%. That is to say the minimum salary will be 5% above the minimum salary for 1978 and the maximum salary will be 5% above the maximum salary for 1978. The revised compensation schedule shall be effective January 1, 1979. Refer to Appendix, A-13.

<u>Name</u>	<u>1978</u>	<u>1979</u>	<u>Increase</u>
Beatrice Anderson	\$ 9261	\$ 9863	\$ 602
Nettie Briggs	6121	6621	500
Charolette Brantley	7533	8033	500
Harriet Condora (1979 employed)	7812	8203	391
Madeline Conastra	6488	6988	500
Dorothy Cody	7072	7572	500
Doris Coleman	10092	10748	656
Laurel Evans	7533	8033	500
Lorraine Eaton	6121	6621	500
Carole Fila	8505	9058	553
Harry Franklin	9724	10356	632
Jozef Frustuck	6547	7047	500
Alice Gatling	6121	6621	500
Eugene Hill	10720	11417	697
Sally Inman	8709	9275	566
Frank Jackson	10720	11417	697
Dorothy Katko	11769	12534	765
Diane Katko	6594	7094	500
Mildred Knight	11769	12534	765
Willie Manning	6514	7014	500
Dorothy McLean	11769	12534	765
Thelma McCreary	10688	11383	695
Ruly Mitchell	8373	8917	544
Eugena Norman	5829	6749	920

<u>Name</u>	<u>1978</u>	<u>1979</u>	<u>Increase</u>
Barbara O'Brien	\$ 7408	\$ 7908	\$ 500
Blanche O'Connor	7408	7908	500
Sheila Powell	6488	6988	500
Elma Ratliff	7408	7908	500
Katherine Ryan	9930	10575	645
Louise Shuda	6179	6679	500
Carrie Simpkins	12188	12980	792
Mary Smith	11688	12448	760
Irene Spady	9540	10160	620
Carolyn Thomas (1979 employed)	6121	6427	306
Emily Travers	8370	8914	544
Gladys Tutt	6580	7080	500
Ulita Thomas	6121	6621	500
Mary VanDerveer	9350	9958	608
Lorraine VanLiew	10689	11384	695
Mickey Walker	9261	9863	602
Claude Watkins	7620	8120	500
Elizabeth Wordrop	11770	12535	765
Esther Whitehead	9930	10575	645
Bobby Williams	9153	9748	595
Fannie Williams	8783	9354	571
Gladys Winston	9168	9764	596
Gloria Yatrofsky	11770	12535	765

6. The hiring rates for all titles shall be the minimum of the salary range as indicated on the Compensation Schedule effective 1/1/79 except for the title of Cook. A Cook with two years of paid full-time cooking experience in a commercial, industrial or institutional setting shall be entitled to a minimum salary of \$8500 within the appropriate salary range.

ARTICLE VIII - HOURS OF WORK

The hours of work for employees covered by this Agreement shall be as follows:

7 a.m. - 3 p.m.
3 p.m. - 11 p.m.
11 p.m. - 7 a.m.

Hospital Attendant, Senior Hospital Attendant,
Practical Nurse

10 a.m. - 6 p.m. - 2nd Lunch (12:30 to 1:30)
6 a.m. - 2 p.m. - 1st Lunch (11 to 12)

Head Cook, Senior Cook, Cook, Food Service Worker,
Building Service Worker

9 a.m. - 5 p.m. Clericals (Monday to Friday)
8 a.m. - 4 p.m. Building Maintenance Worker

All staff members will have the right to remain on the shift they were originally hired for, except if a vacancy exists, then they may request the opening before a replacement is made.

It is understood and agreed that every reasonable effort will be made so that the employees will be able to have every other week-end off.

All employees shall receive sixty (60) minutes for lunch plus (15) minutes for a break for each half day period of work. The meal break will be taken apart from the patients. Staff may be permitted to leave the building for meal break provided they punch the time clock out and in and to inform their supervisor before leaving.

ARTICLE IX - OVERTIME

Overtime shall be distributed equally and alphabetically from a list maintained by the Superintendent for all employees employed in Patient Care. Whenever overtime is refused by an employee, such overtime shall be offered to the next name on the list and the employee refusing will be considered as having worked overtime. If at a given time, the list is completely exhausted the first employee refusing must work the overtime.

"Monday-Friday" employees shall receive time and one-half pay for all work performed at any time other than their regular "Hours of Work" (Article VIII).

"Eighty-Hour" employees shall receive time and one-half pay for all work performed in excess of eight (8) hours in a given workday or any days in excess of ten (10) workdays in a given fourteen (14) day work period.

Employees who work on a holiday shall be paid for the holiday at their regular hourly rate plus one and one-half times the regular hourly rate for all such hours worked.

The employee may elect to receive compensatory time in lieu of wages to be taken within 30 days after the overtime occurs, requested in writing and mutually agreed upon. Compensatory time will be calculated at time and one-half.

Eighty (80) hour employees who work Saturday or Sunday when scheduled to be off shall be paid at time and one-half for Saturday and double time for Sunday.

ARTICLE X - SICK LEAVE

Sick leave shall accumulate at the rate of one and one-quarter ($1\frac{1}{4}$) days per month in the first year of service, commencing in the first month or major portion thereof, from date of hire. It is assumed that the employee shall remain in the service of the County for the remainder of the calendar year, and the total number of sick days, pro-rata, shall be credited to the employee. If

separation occurs before the end of the year and more sick days have been taken than appropriated on a pro-rata basis, the per diem rate of pay for the excess days shall be deducted from the final pay. Sick leave shall accumulate year to year with an additional fifteen (15) days credited to the employee at the beginning of each successive calendar year. All other proper and authorized leaves as provided in the rules of the Department of Civil Service, shall be recognized and constitute a part of this agreement.

ARTICLE XI

ACCUMULATED SICK TIME PAYOFF UPON RETIREMENT:

Employees covered under the terms of this agreement shall be entitled upon retirement to receive a lump sum payment, as supplemental compensation one-half payment for every full day of Middlesex County earned and unused accumulated sick leave (not to exceed \$12,000.00) which is credited to him on the employment records and certified by the appointing authority on the effective date of his/her retirement. This policy will be administered in accordance with the Resolution adopted by the Board of Chosen Freeholders authorizing same.

ARTICLE XII - HOLIDAYS

The present holiday schedule in effect is to be adhered to and also to be observed are any other holidays declared by the Board of Chosen Freeholders.

New Years Day	Labor Day
Martin Luther King's Birthday	Columbus Day
Lincoln's Birthday	Election Day
Washington's Birthday	Veterans Day
Good Friday	Thanksgiving Day
Memorial Day	Friday following Thanksgiving Day
Independence Day	Christmas Day

If a holiday falls during an employee's vacation or bereavement time, he shall be granted an additional day off with pay.

ARTICLE XIII - VACATIONS

All employees shall be granted vacation leave based upon the following:

<u>YEARS OF SERVICE</u>	<u>AMOUNT OF VACATION</u>
Less than one year	One working day for each month of service.
One to five years	Twelve working days during each year of service.
Six to nine years	Fifteen working days during each year of service.
Ten to twelve years	Sixteen working days during each year of service.
Thirteen to twenty years	Twenty working days during each year of service.
Twenty-first year or more	Twenty-five working days during each year of service.

Vacation time accumulations are to be based on the Civil Service Rulings now in effect.

ARTICLE XIV - PERSONAL DAYS

All employees shall have three (3) personal holidays for any personal purpose. Personal holidays may not be accumulated, personal holidays may be taken on separate days or consecutively; however, the employee should, if possible, give the Employer three (3) days notice for one personal holiday, four (4) days notice for two consecutive personal holidays to be taken by the employees, and five (5) days notice for three (3) consecutive holidays. New employees shall accrue one (1) personal holiday at the end of each fourth month of employment and severance pay shall be calculated considering personal holidays on the basis of one accrued personal holiday per fourth month of employment completed in the year said employment is terminated.

ARTICLE XV - UNION CONVENTIONS

The employees covered by this Agreement shall be granted eight (8) days aggregate time off with pay to attend National, District, or State Union Conventions of the Communications Workers of America, AFL-CIO, or its affiliates.

ARTICLE XVI - PERSONNEL RECORDS

Each employee's personal record, wage rate, and employment information shall be kept in a locked space, and is not to be discussed - without the employee's permission - with anyone other than authorized personnel.

ARTICLE XVII - BEREAVEMENT

All employees shall be eligible to receive a maximum of three (3) working days leave in the event of the death of his/her spouse, child, son-in-law, daughter-in-law, parent, mother-in-law, father-in-law, brother, brother-in-law, sister, sister-in-law, grandparent, grandchildren, aunts and uncles, and any other relative living in the immediate household, such leave being separate and distinct from any other leave time.

It is understood and agreed that this Bereavement Leave will be communicated to the Department Head by the employee and said employee shall be granted three (3) days leave of absence consisting of three (3) calendar days next following the day of death until the date of burial. The employee will be compensated for time lost during said period from his regularly scheduled work, not to exceed three (3) days.

If more time off is required than provided for, the administrator may grant additional days off on a no pay basis or the employee may use personal or vacation days.

ARTICLE XVIII - MEDICAL BENEFITS

All full-time and eligible part-time employees and employees' eligible family (as defined by Blue Cross-Blue Shield) shall be covered by Blue Cross, Blue Shield, and Rider J; at the Employer's expense. Major Medical for the eligible employees and

family shall be supplied at the Employer's expense.

All full-time and eligible part-time employees shall be covered by the Great-West Life Assurance Company Dental Plan, or a similar plan, at the employer's expense.

The Rutgers Community Health Plan (H.M.O.) is available to the employee as an alternate to Blue Cross, Blue Shield, Rider J and major medical. The County will contribute the same amount toward R.C.H.P. coverage as is contributed toward traditional coverage. In the event R.C.H.P. coverage is elected, the employee may be subject to a payroll deduction depending on the type of coverage.

The Board and the Union agree on current practice by which each individual employee is covered by a Drug Prescription Program.

The Board and the Union agree on current practice by which employees who retire at age 55 or after, and who have completed 25 years of service credit in the Public Employees Retirement System, will have hospitalization insurance paid by the Board upon such retirement, according to county policy.

ARTICLE XIX - SHIFT DIFFERENTIALS

Practical Nurses on the 3-11 shift shall receive an additional \$375.00 yearly salary on a pro-rated basis.

Practical Nurses on the 11-7 shift shall receive an additional \$250.00 yearly salary on a pro-rated basis.

Hospital Attendants on the 3-11 shift shall receive an additional \$208.00 yearly salary on a pro-rated basis.

Hospital Attendants on the 11-7 shift shall receive an additional \$104.00 yearly salary on a pro-rated basis.

ARTICLE XX - UNIFORM ALLOWANCE

Each employee in the bargaining unit shall receive a uniform allowance of \$100 per year, payable in a lump sum at the end of the year for all earned time. This amount will be reduced on a pro-rata basis for leave taken without pay or for employment for less than one year.

ARTICLE XXI - CONTINUATION OF BENEFITS

The parties agree that all benefits and conditions of employment for employees, presently in existence, whether in writing or by practice, shall be continued without change for the duration of this contract.

ARTICLE XXII - SEVERABILITY CLAUSE

All provisions of this Agreement are subject to law. In the event that any provision of this Agreement shall be rendered illegal or invalid under any applicable law, such illegality or invalidity shall effect only the particular provision which shall be deemed of no force and effect, but it shall not affect the remaining provisions of this Agreement. In the event that any

provision of this Contract is ruled illegal, the parties shall immediately commence negotiations regarding that specific provision in an attempt to revitalize the spirit and affect of that provision in a lawful manner.

ARTICLE XXIII - LONGEVITY

All eligible employees shall be entitled to receive a longevity increase which will be based upon their salary as of December 31, 1978. The rate of longevity paid is to be based upon the Resolution authorizing longevity payments and setting up schedules of payments of same duly adopted by the Employer on March 18, 1971 and as amended, which Resolution is herein incorporated and made a part of this Agreement.

Effective January 1, 1977 the present longevity program will continue for all employees on the payroll as of December 31, 1976. Employees starting employment with the County on January 1, 1977 and thereafter will not accrue longevity.

ARTICLE XXIV - NO STRIKE OR LOCK-OUT

Neither the Association nor the employee or the employer shall interfere, instigate, promote, sponsor, engage in or condone any strike or concerted work stoppage, lock-out or any other intentions of interruption of work. In the event that any person violates the terms of the no-strike clause, the public employer

shall have the right to discharge or otherwise discipline such person. In the event that an arbitration proceeding is instituted which involves a breach of the no-strike clause, the sole question for the arbitrator shall be whether the employee was engaged in the prohibited activity.

ARTICLE XXV - LATE POLICY

The Union and the Board agree on the following procedure concerning employees who are late in reporting for their assigned starting time:

An employee who is not more than 10 minutes late will not be docked provided:

- (a) He makes up the time at the end of his shift.
- (b) He is not late more frequently than 25% of his regularly scheduled work days.

The only exceptions to this procedure are genuine emergencies such as auto accident, highway blocked, etc. The burden of proof is on the employee.

ARTICLE XXVI - CONTRACT PERIOD

It is hereby agreed by the Employer and the Union that this contract shall remain in effect from January 1, 1979 until December 31, 1979.

IN WITNESS THEREOF, the parties have caused this Contract to be executed by its respective officers or agents on this 30th day of May, 1979.

FOR THE UNION:

FOR THE BOARD:

Randy Cohen

Howell P. Benedict

Maureen McLean

Mary L. Hillis

PRACTICAL NURSE

DEFINITION: Under direction, performs sub-professional nursing tasks required in the care of patients in carrying out of medical orders, requiring an understanding of elementary nursing but not requiring professional nursing service; does related work as required.

EXAMPLES OF WORK: Performs such duties as are required in the care of patients in carrying out of medical orders, requiring an understanding of elementary nursing but not requiring any professional service involving the application of principles of nursing based on biological, physical, and social sciences in various medical areas; i.e., Psychiatry, Pediatrics, Surgery, and Public Health; takes oral, rectal, and axillary temperatures; observes character of and counts pulse and respiration; observes character of and measures urine, vomitus, and sputum; observes character of feces; assembles charts; collects specimens of urine, sputum, feces and/or vomitus; tests urine for albumin and/or sugar; gives oral medications under direct professional nurse supervision; applies and removes bandages, binders, and adhesive tape; checks census and counts patients in assigned unit or units; gives proper and custodial care to patients; bathes patients; prepares patients for meals; assists patients in maintaining personal hygiene; assists in quieting disturbed patients; keeps necessary records.

REQUIREMENTS:

1. Graduation from high school, or vocational high school, or possession of an approved High School Equivalent Certificate, supplemented by training in practical nursing routines.
2. Licensed as a Practical Nurse in the State of New Jersey.
3. Considerable knowledge of practical nursing routines.
4. Ability to assist in providing for the emotional and physical comfort and safety of patients; to observe, record and report to the appropriate persons symptoms, reactions, and changes of patients; to assist with the rehabilitation of patients; and to keep suitable records.
5. Good health and freedom from disabling physical and mental defects.

HOSPITAL ATTENDANT

DEFINITION: Under direction, performs non-professional nursing work involved in tending patients of a hospital; does related work as required.

EXAMPLES OF WORK: Checks census and counts patients in assigned unit or units; gives proper and necessary custodial care to patients; prepares patients for meals; bathes patients, giving special attention to care of nails and scalps and checking bodies constantly for vermin, bruises, rashes and other injuries or deformities; grooms patients going to activities or receiving visitors or being transferred or discharged or visiting home; in addition to tending patients, maintains good housekeeping in assigned unit or units; assists in changing patients' surgical dressings; escorts patients to dining, treatment, or recreation rooms; serves food to bed-ridden patients; assists patients in changing their clothing and in maintaining personal hygiene; assists in quieting disturbed patients; prepares bodies for the hospital morgue; may assist in the preparation and distribution of beverages to the various wards; may assist in the storing and distribution of supplies and in the cleaning of storerooms; may assist in the marking of patients' clothing; may be assigned to other hospital divisions for comparatively short periods for training purposes or to become acquainted with the various functions of the hospital; keeps needed records.

REQUIREMENTS:

1. Ability to read and write English.
2. Some knowledge of the problems involved in performing non-professional nursing work involved in tending patients of a hospital.
3. Ability to be sympathetic but firm with patients.
4. Good health and freedom from disabling physical and mental defects which would impair the proper performance of the required duties or which might endanger the health and safety of oneself or others.

COOK

DEFINITION: Under direction, prepares and cooks food in large quantities; does related work as required.

EXAMPLES OF WORK:

Prepares and cooks food in large quantities; prepares soups, meats, vegetables, salads, and other foods; in addition to cooking, bakes bread and/or pastries; checks or assists in checking food supplies, kitchen laundry and cleanliness of kitchen and food service equipment; keeps necessary records.

REQUIREMENTS:

1. Formal or other education and training showing attainment of the level represented by graduation from high school.
2. One year of experience as a cook involving the preparation of a variety of food in large quantities.
3. Candidates who do not meet the high school requirement may substitute the above experience on a year for year basis.
3. Some knowledge of the problems involved in cooking work and of the materials, methods and equipment used in preparing food in large quantities.
4. Ability to organize assigned work and develop effective work methods.
5. Good health and freedom from disabling physical and mental defects.

FOOD SERVICE WORKER

DEFINITION: Under direction, performs varied routine work involved in preparing and serving food and/or in cleaning food service facilities and equipment; does related work as required.

EXAMPLES OF WORK: Prepares fruit and vegetables for cooking; serves meals; waits on tables; delivers food to dining rooms; assists in receiving and storing food supplies, foods and food service equipment; assists in preparing salads, desserts and beverages; prepares and delivers trays; washes, scrubs, polishes and cleans floors, walls, stoves, pots, pans, dishes, silverware and other food service facilities and equipment; cleans kitchen area and kitchen utensils and equipment; assists the cook by cutting, washing, or otherwise preparing food items for cooking; serves food at counter, at tables or from a hot food truck or on trays; prepares food items such as coffee, toast, eggs and juices; arranges dishes, cutlery, napkins and condiments on dining tables or on trays; gathers used dishes, cutlery and trays for washing, washes dining tables, washes and sterilizes dishes, cutlery and trays; procures items for cooks from the butcher shop, milk shed or storeroom; gathers and bags used aprons, napkins and table cloths and sends them to the laundry; washes kitchen and dining room floors and walls, washes and sterilizes cooking utensils and washes hot food trucks; carries garbage pails to disposal area and returns sterilized garbage pails to the kitchen.

REQUIREMENTS:

1. Ability to read and write English.
2. Some knowledge of the problems, procedures, and methods of preparing and cleaning fruits and vegetables for cooking and of cleaning kitchen utensils and equipment.
3. Ability to understand, remember and carry out oral and written directions, and to learn quickly from oral and written directions and from demonstrations.
4. Good health and freedom from disabling physical and mental defects.

BUILDING SERVICE WORKER

DEFINITION: Under direction, performs varied simple and routine tasks involved in the cleaning of buildings; does related work as required.

EXAMPLES OF WORK: Either working alone or as one of a group, washes and cleans windows and floors, polishes floors, dusts desks, tables, chairs, and other furniture; cleans business offices, cafeterias, living quarters, classrooms, halls, gymnasiums, auditoriums, hospital wards, lavatories and other buildings; empties ash trays and waste baskets; makes beds; sweeps and vacuums rugs; sees that clean towels, tissue and soap are available in bathrooms and restrooms; keeps simple records.

REQUIREMENTS:

1. Ability to read and write English.
2. Some knowledge of the problems, procedures, methods, equipment, and supplies used in cleaning and washing windows and floors, in waxing and polishing floors, and in dusting desks, chairs, and other furniture.
3. Ability to understand, remember, and carry out oral and written directions, and to learn quickly from oral and written directions and from demonstrations.
4. Good health and freedom from disabling physical and mental defects.

BUILDING MAINTENANCE WORKER

DEFINITION: Under direction, performs varied simple and routine tasks involved in the cleaning and maintenance of buildings and grounds; does related work as required.

EXAMPLES OF WORK: Either working alone or as one of a group, washes and cleans windows and floors, polishes floors, dusts desks, tables, chairs, and other furniture; cleans business offices, cafeterias, living quarters, classrooms, halls, gymnasiums, auditoriums, hospital wards, lavatories and other buildings; burns trash in incinerators; polishes metal fixtures and trimmings; may tend low-pressure boilers used to produce hot water and heat; tidies working areas by arranging equipment, materials, and articles in an orderly manner; deposits sweeping in trash cans; replaces burned out light bulbs and services water coolers; in addition to cleaning and maintaining buildings, mows lawns, trims hedges, rakes and burns leaves and refuse, trims driveway and sidewalk edges using spades and hoes; in winter, shovels snow from driveways and sidewalks, and spreads sand, salt, or ashes on icy surfaces to prevent slipping; assists carpenters, electricians, painters, plumbers and steamfitters by carrying tools and materials, by placing and removing ladders, and by cleaning up after work has been done; keeps simple records.

REQUIREMENTS:

1. Ability to read and write English.
2. Some knowledge of the problems, procedures, methods, tools, equipment, and supplies used in cleaning and washing windows and floors, in waxing and polishing floors, in dusting desks, chairs, and other furniture, and of making minor repairs to heating, electrical and other systems of varied types.
3. Ability to understand, remember, and carry out oral and written directions; and to learn quickly from oral and written directions and from demonstrations.
4. Good health and freedom from disabling physical and mental defects.

GUARD, PUBLIC PROPERTY

DEFINITION: Under direction, during an assigned tour of duty, patrols and protects designated buildings, grounds, and property from trespass, damage and theft and maintains orderly conditions within the area; does related work as required.

EXAMPLES OF WORK: Organizes assigned patrol work and develops effective work methods in accordance with established procedures; patrols and inspects assigned buildings and grounds and makes required reports; prevents fire, dumping of refuse, theft, and other damage to property and equipment; prevents unauthorized persons from entering and leaving the grounds and buildings; locks and unlocks gates, doors, and windows when so required; keeps simple records.

REQUIREMENTS:

1. Ability to read and write English.
2. Some experience in work involving the safeguarding of property and/or persons.
3. Some knowledge of the problems involved in safeguarding buildings, grounds and properties covering a considerable area of space, of the procedures used in dealing with such problems, of the keeping of simple records, and of the making of reports of conditions noted and actions taken.
4. Ability to understand, remember, and carry out oral and written directions, to analyze simple problems, organize assigned work and develop effective work methods, to learn quickly from oral and written explanations and from demonstrations, to note significant conditions and take the proper action in accordance with the prescribed procedures, to report significant conditions noted and actions taken, and to keep simple records.
5. Good health and freedom from disabling physical and mental defects.

DEFINITION: Under direction, performs typing primarily but also performs routine, repetitive and other non-complex clerical work of a varied nature as a beginner at the entrance level of employment which includes a relatively small proportion of difficult tasks; does related work as required.

EXAMPLES OF WORK: Types a wide variety of materials from pencil copy, rough notes and detailed instructions such as correspondence, forms, memoranda, lists, reports, statements, certificates, payrolls, vouchers, purchase orders; opens, sorts, numbers, and distributes mail; addresses, stamps, and mails envelopes and other mail; sorts and files checks, cash stubs, vouchers, requisitions or other materials numerically, alphabetically or according to other predetermined classification; wraps packages for shipment by mail or express; assembles and staples materials for distribution; clips newspapers, periodicals, and printed releases and arranges clippings in suitable form as directed; fills in and checks form letters, circulars, and forms as directed; looks up needed information; maintains prepared mailing lists; gives routine information in person and over the telephone; tabulates simple numerical data; occasionally operates varied types of office machines and equipment; files papers, records, correspondence, memoranda, maps, tracings, property plans and other matter; pulls papers and folders from files as requested; answers the telephone and takes messages accurately; checks assigned reports, applications and other documents for correctness and completeness; refers errors and irregularities to superiors; sorts and counts various types of tickets and forms and checks tickets for expiration dates, endorsements and mutilations; collates and staples pages of reports, instructions and other duplicated materials; runs errands to deliver or pick up material; cuts stencils; maintains established records and files where selection and classification of data does not require difficult decisions and where procedures are routinized.

REQUIREMENTS:

1. Graduation from High School, or Vocational High School, or possession of an approved High School Equivalent Certificate, or any equivalency in education or experience.
2. Some knowledge of modern office methods, practices and equipment, and of performing routine, repetitive and non-complex typing work from varied types of copy.
3. Ability to understand, remember, and carry out oral and written directions.
4. Good health and freedom from disabling physical and mental defects which would impair the proper performance of the required duties or which might endanger the health and safety of oneself or others.

SENIOR COOK

DEFINITION: Under direction, performs the more responsible work involved in the preparation, cooking and serving of food in large quantities and takes the lead over assigned food service personnel; does related work as required.

EXAMPLES OF WORK: Prepares and cooks food in large quantities; assists in planning and constructing menus; takes the lead over assigned food service personnel; when so directed, requisitions supplies, equipment and utensils required in the kitchen; prepares soups, meats, vegetables, salads and other foods; in addition to cooking, bakes bread and/or pastries; keeps necessary records.

REQUIREMENTS:

1. Ability to read, write and understand English sufficiently to perform the duties of this position.

2. Two years of experience as a cook involving the preparation of a variety of food in large quantities.

3. Considerable knowledge of the problems involved in cooking work and of the materials, methods and equipment used in preparing food in large quantities.

4. Ability to organize assigned work and develop effective work methods and to take the lead over assigned food service personnel.

5. Good health and freedom from disabling physical and mental defects which would impair the proper performance of the required duties or which might endanger the health and safety of oneself or others.

ARM
2-28-69

MEDICAL RECORD CLERK

DEFINITION: Under direction, in the Medical Record Unit, performs routine or simple clerical work and typing tasks involved in recording, analyzing, and classifying medical records; does related work as required.

EXAMPLES OF WORK: Locates previous records of patients admitted into the hospital; checks hospital records of patients for doctors, lawyers, etc; answers telephone inquiries concerning patients and medical records; maintains a record of all charts entering and leaving the medical record room; prepares and types certificates for proof of illness or death; locates hospital charts for authorized persons requesting medical information; checks patient's name file for hospital member and date of discharge for insurance purposes; accepts subpoenas and checks for same; prepares routine statistical data concerning the number of patients discharged, sex, number of days hospitalized, etc.; files medical records; under close supervision, records, analyzes and classifies medical records.

REQUIREMENTS:

1. Ability to read, write, speak and understand English sufficiently to perform the duties of this position.
2. One year of experience in clerical work.

NOTE: Candidates will be required to pass a typing test.

3. Some knowledge of hospital office routine, equipment and practices, and medical terminology.
4. Ability to comprehend established office routines and regulations; to learn quickly from oral and written instructions and from demonstrations; to work harmoniously with associates, superior officers and members of the public concerned with the work; to use and care for office machines and equipment; to maintain established records and files.
5. Good health and freedom from disabling physical and mental defects which would impair the proper performance of the required duties or which might endanger the health and safety of oneself or others.

ES
7-30-75

SENIOR BUILDING SERVICE WORKER

DEFINITION: Under direction, performs responsible and varied work involved in the cleaning of buildings; does related work as required.

EXAMPLES OF WORK: Inspects, determines and analyzes the routine cleaning work to be done and the materials needed for such work; takes a leading part in the work involved in the sweeping, washing, cleaning and waxing of floors, the washing of windows, and the washing of woodwork; dusts desks, tables, chairs, office equipment and other furniture; obtains, stores, safeguards, records and properly uses equipment, materials and supplies; when so directed, receives, reviews and adjusts complaints; when so directed, gives suitable assignments to assigned employees; keeps records.

REQUIREMENTS:

1. Ability to read, write, and understand English sufficiently to perform the duties of this position.
2. One year of experience in the inspection and cleaning of furniture, offices and building.
3. Considerable knowledge of the problems, procedures, methods, equipment, and supplies used in cleaning and washing windows and polishing floors, and in dusting desks, chairs and other furniture.
4. Ability to comprehend established cleaning and maintenance practices; to understand, remember and carry out oral and written directions, and to learn quickly from oral and written explanations and from demonstrations, and to keep necessary records.
5. Good health and freedom from disabling physical and mental defects which would impair the proper performance of the required duties or which might endanger the health and safety of oneself or others.

ARM
9/24/68

BUILDING SERVICE SUPERVISOR

DEFINITION: Under direction, has charge of the housekeeping, inspection and general order, cleanliness, safety and sanitation of a hospital or other institution; does related work as required.

EXAMPLES OF WORK: Has charge of the cleanliness, sanitation and orderliness of a hospital or other institution; formulates plans for improving housekeeping program; establishes standards, work methods and schedules; maintains working relationships with professional, administrative and maintenance personnel of other divisions; initiates and supervises training programs and demonstrates new equipment and methods; inspects rooms and wards to determine that cleanliness standards are being maintained; supervises the control and disposition of refuse; determines that linen supply meets needs of the hospital or institution; makes certain that warning signs are used in areas where cleaning or waxing is being done; plans programs for waste collection, vermin control and other related housekeeping activities; periodically inspects completed work for quality of service; gives suitable assignments and instruction to assigned employees; requisitions and supervises the proper use and care of equipment, materials and supplies; makes reports, orally and in writing, keeps needed records.

REQUIREMENTS:

1. Graduation from High School, or Vocational High School, or possession of an approved High School Equivalent Certificate.

2. Two years of responsible large scale general housekeeping experience which shall have involved the supervision of employees

Applicants who do not meet the high school requirement may substitute work experience as described in requirement number two on a year for year basis.

3. Thorough knowledge of large scale housekeeping problems, methods, procedures, equipment and routines, and their application to specific situations, and of the methods used in critically inspecting wards and other areas from the point of view of housekeeping maintenance standards and general order, safety and sanitation.

4. Ability to organize assigned supervisory housekeeping duties and develop effective work methods; to plan and supervise the work of assigned employees and supervise the performance of their work; to requisition and supervise the proper use, recording and care of equipment, materials and supplies; to make reports either orally or in writing, and to maintain needed records.

5. Good health and freedom from disabling physical and mental defects which would impair the proper performance of the required duties or which might endanger the health and safety of oneself or others.

ARM
Y:UT

COMPENSATION SCHEDULE

MIDDLESEX COUNTY HOSPITAL FOR THE CARE OF THE CHRONICALLY ILL

EFFECTIVE 1/1/79

TITLE	MINIMUM	MAXIMUM
NURSING HOME ADMINISTRATOR	17,632	23,806
DIRECTOR OF NURSING	15,470	20,268
SUPERVISOR OF NURSES	12,727	20,222
HEAD COOK	9,971	15,845
PRINCIPAL CLERK BOOKKEEPER	7,812	12,412
SENIOR COOK	7,440	11,820
COOK	6,749	10,721
PRACTICAL NURSE	8,203	13,034
SR. BUILDING MAINTENANCE WORKER	7,086	11,257
BUILDING MAINTENANCE WORKER	6,428	10,211
GUARD OF PUBLIC PROPERTY	6,428	10,211
SR. FOOD SERVICE WORKER	6,749	10,721
SR. HOSPITAL ATTENDANT	7,086	11,257
BUILDING SERVICE WORKER	6,428	10,211
FOOD SERVICE WORKER	6,121 (st.6,428)	9,724
CLERK TYPIST	5,623	8,400.
HOSPITAL ATTENDANT	6,428	10,211
LAUNDRY WORKER	6,121	9,724
ACCOUNTANT	9,971	15,845
GRADUATE NURSE (LICENSED)	9,971	15,845
GRADUATE NURSE (UNLICENSED)	9,044	14,370
SENIOR CLERK TYPIST	6,121	9,724
SENIOR ACCOUNT CLERK	6,121	9,724
RECREATIONAL THERAPIST	7,812	12,412

TITLE	MINIMUM	MAXIMUM
ACCOUNT CLERK TYPING	5,829	9,261
SUPERVISING CLERK	8,203	13,034
MEDICAL RECORDS CLERK	6,749	10,721
BUILDING SERVICE SUPERVISOR	8,203	13,034
SR. BUILDING SERVICE WORKER	6,749	10,721
